

CONFIDENTIAL

Approved For Release 2005/06/03 : CIA-RDP84-00000R000200180018-7

24 AUG 1966

MEMORANDUM FOR : Deputy Director for Support

SUBJECT : Routing of Letters of Retirement and Letters of Condolence

1. This memorandum is for information only.

2. For many years this Office has prepared letters of condolence to the next-of-kin of deceased Agency staff personnel and commendatory letters of retirement to retiring employees for signature by the Director of Central Intelligence. These letters have been routed from the Office of the Director of Personnel to the Executive Director-Comptroller to the Director. Cases involving personnel in the Support Services were first routed to the Deputy Director for Support. This earlier routing procedure was changed in July 1965 on instructions from the Executive Director-Comptroller that these letters need not be reviewed after they leave the Office of Personnel. Since then we have arranged for direct routing of these letters to the Director.

3. Both letters of condolence and commendatory letters of retirement are routine in nature.

a. In the case of the condolence letter, very rarely is there a variation from the previously approved and long-used text. A sample is attached at Tab A. In forwarding the letter for signature, we always attach Form 901, Casualty/Emergency Report, which summarizes the particular circumstances of death. This form also records concurrences obtained from the Office of Security and, where appropriate, Central Cover Staff in the preparation of the letter.

b. In retirement cases, we have a series of letters. From these, one is selected to fit the circumstances of the individual case. Samples of these letters are attached at Tab B. These letters are also reviewed by the Office of Security and, where appropriate, Central Cover Staff and concurrences are indicated on the file copies. In addition, we have followed the practice of attaching to the letter a short note summarizing the circumstances of retirement.

4. Pending further instructions from you, we have initiated the practice of routing both condolence and commendatory retirement letters through you.

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

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5 AUG 1966

MEMORANDUM FOR: Emmett

SUBJECT : Retirement Ceremonies

Ben and I have discussed this and think we have a formula which will meet the need and yet be neither burdensome nor presumptuous. Essentially, it would provide for a timely reminder in each case to both the Deputy Director concerned and the head of the individual's career service. As you know, we are necessarily in touch on these cases anyway to provide the Director's letter and the retirement certificate; and we hope shortly also--when earned--the retirement medallion. Ben will prepare a memorandum to Mr. Bannerman for your signature describing our procedure, a memorandum from you to the Deputies and the Director's Staff (Executive Director-Comptroller?) describing the procedure and saying a few words of philosophy, and a draft of the kind of reminder memorandum we will send in each individual case.

I think that we must avoid seeming to dictate the form of ceremony or "occasion" as there is always some personal quality in these things, and I must agree with the feelings expressed in Bannerman's memorandum to White that this matter be left to the components.

15/ B

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OD/Pers/ [] 11k (5 August 1966)

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Refer

It seems to me that
^{have been given and}
we must assume this
 responsibility for dealing
 with respect to each
 retiree to ensure an
 appropriate ceremony
 is being planned.

Who logically should
 have this responsibility
 how should be implemented?

OK

66 3126
20 JUL 1966

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Retirement Ceremonies

1. Several weeks ago you asked me to give some thought to a suggestion that the Agency have some kind of formal ceremony for retiring employees in order to give proper recognition to this important milestone in their lives and also to impress upon them our appreciation for their contributions and our interest in their activities after they leave us. In considering this, I have reviewed present practices through the Agency for honoring retiring employees, and I have sought the views of the Director of Personnel and a number of representatives from other components.

2. Under our present system, DD/P does have a formal ceremony for each retiring employee. The ceremony is held in the office of the DD/P or the responsible Area Division or Staff Chief, depending on the individual being honored, and is attended by a small group of senior officials appropriate to the occasion. It consists of presenting the employee with his retirement certificate and other mementos, reading the Director's letter to him, and suitable remarks from those present. This system is monitored by the Clandestine Services Personnel Division to assure that an appropriate ceremony is arranged for every retiree, except the infrequent one who is simply not available for this purpose.

3. In contrast, the other Directorates and the DCI's staff follow a less formal approach to retirement ceremonies. Characteristically, their retiring employees are honored at special luncheons or evening functions outside the building, or at special affairs in the building, arranged by their immediate Office or Career Service and attended by the employee's family and sizeable numbers of his CIA friends and work associates. At each affair an appropriate ceremony is held for the presentation of awards and gifts to the retiree and for brief remarks from those in charge. While this system is not as tightly monitored as that of the DD/P, I am assured that no employee is overlooked and that a suitable affair is arranged in every case unless the employee prefers it otherwise. In the latter instance, a small ceremony is held in the office of the responsible Career Service Head or a senior subordinate to present the retirement certificate and the Director's letter and to evidence appreciation for the individual's service to the Agency.

4. In both situations there is a strong desire, apparently, to preserve our present methods for honoring retirees. DD/P has considered including social affairs as a part of its system and on selected occasions has done so. However, it feels that formal ceremonies best serve its needs. In addition to satisfying cover and security considerations, such ceremonies assure equitable treatment for all employees--especially those returning from long service overseas who have few close ties at headquarters. Other Directorates are equally convinced that their present practices are best. They believe that the spontaneity and fellowship implicit in retirement parties add a highly desirable touch to such occasions and are quite meaningful to the retirees being honored.

5. In time, both these methods will necessarily be influenced by the increasing numbers of employees who will be retiring. Ceremonies and parties for individual retirees will very probably give way to group affairs--a trend already in evidence. Whatever the method, however, the important point, it seems to me, is to assure that every employee is included and receives appropriate recognition. I believe our present system now provides this and I therefore favor its continuation, with the understanding that the Director of Personnel and others will remain on top of the situation to see that no individual is lost sight of as he or she approaches this most significant point in his or her Agency service.

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[Redacted]
R. L. Bannerman
Deputy Director
for Support

24 July 62

7 Sept. 65

MEMORANDUM FOR : Chief, Benefits and Services Division

SUBJECT : Establishment of a Retirement Branch

1. For some time I have been considering certain organizational changes and reallocation of responsibility in connection with the many aspects of retirement under both the Civil Service and the CIA Retirement and Disability Systems. It has been quite clear that if we are to discharge well our responsibility for these substantive programs, some realignment of responsibility among the several Office of Personnel components involved is necessary, and this memorandum sets forth the first of the changes that will be made.

2. Effective as soon as you can arrange an orderly transition but no later than 20 September 1965, a new branch, to be identified as the Retirement Branch, is established in BSD. The Retirement Branch will be responsible for the following:

a. Various aspects of retirement for employees covered by the Civil Service Retirement Act, as are now handled in the Benefits and Counseling Branch;

b. Preretirement planning and counseling for employees covered by the Civil Service Retirement Act, as now performed by the Executive Secretary, Agency Retirement Board (ARB); and

c. Preretirement planning and counseling for employees covered by the CIA Retirement and Disability System.

3. Preretirement planning and counseling for employees covered by the CIA Retirement System is a new function for BSD, and it will be necessary for you and the Chief, CIA Retirement Staff to develop implementing procedures. Further, and since we will be looking to the Chief, Recruitment and Retiree Placement Division for all aspects of retiree placement for employees covered by both retirement systems, it will be necessary for you and C/RRPD to work out procedures for the early identification and referral to RRPD of all prospective retirees who desire or require retiree placement assistance.

4. I am assuming that the new Retirement Branch will be staffed by personnel now working on retirement matters in the Benefits and Counseling Branch and by currently the Executive Secretary, ARB.

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In view of his past experience on retirement matters, it is my hope that [] can serve as Chief of the new Retirement Branch. In this capacity, he can not only continue in his present role as Executive Secretary ARB but should also be able to develop the concept of preretirement planning and counseling for employees covered by the CIA system. Also, a supervisory responsibility for Civil Service retirement matters should give [] the opportunity to establish a closer and more effective relationship between his present duties as Executive Secretary, ARB and the actual processing of retirement matters.

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5. Unless you have views to the contrary, I will plan to discuss personally with [] his accepting the position of Chief, Retirement Branch, BSD.

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[]

✓ Emmett D. Echols
Director of Personnel

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OGC 65-2606a

31 AUG 1965

MEMORANDUM FOR: DDP/OP

SUBJECT: Eligibility of Contract Employees to Participate
in the CIA Retirement System

1. Your recent memorandum of 16 August requested our opinion on the eligibility of such contract personnel as "contract employees" and "contract agents" to participate in the CIA Retirement System.

2. The requirements for eligibility to participate in the System are set forth in HR [REDACTED]. One of these requirements as stipulated in subsection (1)(b) of the regulation is that the individual be serving on a career basis. As indicated in HR [REDACTED] contract personnel except for "career agents" are not employed on a career basis but only for the term of their contracts, which usually is two years.

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4. The C/CPD has supplied us with information that indicates that almost 90% of contract personnel are employed in DDP and that roughly 35% of this group have served for periods exceeding five years. As can be seen, there is a substantial segment of our contract personnel group which is serving on a long-term basis. Consequently, you may wish to review the status of individuals in this group with regard to the possibility of changing the nature of their appointments.

5. Should you have any further questions concerning this matter, we would be glad to discuss them with you.



Office of General Counsel

OGC:HPB:bkb (25 August)

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approval of the Bureau of the Budget as necessary for administrative expenses.

(3) In certain instances, project service, which followed a period of administrative service with no break in service or with a break of three days or less, is creditable if both services were in the same State and the project salary rate was \$100 a month or more. In exceptional cases where, after exhaustive search of all available records, the Commission is unable to determine whether the service was administrative or project, it is presumed that the service is not creditable unless the claimant can furnish evidence to prove he was an administrative employee.

(4) Service performed in and for a regular Federal establishment (including the District of Columbia Government), even though paid from relief or project funds, is creditable if the individual received a regular appointment as a Federal employee.

(5) Credit is allowed for all service under the National Youth Administration, with the exception of youth workers who were beneficiaries under the program.

h. Service under other contributory retirement systems. Service under other contributory retirement systems for Government employees (such as members of the Foreign Service and District of Columbia policemen and firemen) may be credited toward computation of annuity only if the employee has received a refund of any retirement deductions under the other retirement system and deposited the amount of the refund in the fund with interest from the date of refund to the date of deposit (excluding any period of separation from the service which began before October 1, 1956).

i. Service covered by social security. (1) Except as noted in paragraph (2) below, civilian service which, because of type of appointment, placed the employee under the social security laws is credited if the employee later becomes subject to the act; this is true even though the individual may be receiving or is entitled to receive social security benefits.

(2) One exception to this rule exists. An employee who acquires social security coverage under the Social Security Amendments of 1954 may not receive retirement credit for the service covered by social security. Under this

statute, which is effective from January 1, 1955, social security coverage is extended to temporary and indefinite employees in the field service of the Post Office Department, temporary and indefinite employees of the Federal Deposit Insurance Corporation, temporary and indefinite employees of a Federal Land Bank or a Bank for Cooperatives, temporary census-taking employees of the Census Bureau, employees on a contract or fee basis, persons receiving nominal compensation of \$12 a year or less, and patient-employees in Federal hospitals. Accordingly, any such employee may never be given credit under the Retirement Act for service rendered on or after January 1, 1955, in the capacity indicated.

j. Vocational training periods. Vocational training periods are not creditable unless the trainee is a regularly appointed Federal employee.

k. Japanese-American employee credit. Special retirement (and leave) credit is granted by law to certain employees of Japanese ancestry. Such employees must have been serving on July 15, 1952, in the Postal Field Service or in the classified civil service in positions subject to the Classification Act of 1949. In addition, at some time during the period December 7, 1941, to September 3, 1945, by reason of U.S. policy or program or to enter the Armed Forces, they must have (a) been separated from service, or (b) lost opportunity for or been denied probational appointment from a civil service register, or (c) been denied reinstatement to a position as described.

(2) An employee meeting these conditions may receive credit for (a) his internment period, (b) the period for which loss of opportunity for or denial of appointment occurred, (c) the period resulting from denial of reinstatement, or (d) the period resulting from separation from service.

(3) Earlier legislation had granted similar credit for pay purposes. Where any such period is fully documented, it should be entered on the employee's Standard Form 2806 with

* Including substitute rural carriers and acting postmasters, but not including TAPER appointees who were made eligible for social security coverage by the Social Security Amendments of 1950.

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